ROLODEX®
ELECTRONICS

RK-8203

User's Guide
www.franklin.com

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Notice

Cautions

- Do not carry the device in the back pocket of your slacks or trousers.
- Do not drop the device or apply excessive force to it.
- Do not subject the device to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the device to malfunction.

Getting Started

The first time you use this device, you should perform a system reset. Pressing the reset button with more than light pressure may permanently disable your device. **Warning!** A system reset erases any user-entered information and clears all settings.

1. Turn the device over and carefully remove the battery insulation tab.

2. Press ⏻ to turn the device off.

3. Use a paper clip to gently press the reset button on the back of the device.

   The Reset button is accessed via the hole to the left of the battery door on the back of the unit.

4. Press **Y** to reset the device.

Key Guide

Function Keys

⏻	Turns the unit on and off.
🕐📅	Displays the time and date.
🔤 (ABC)	Goes to the Contacts directory.
📖	Goes to the Memo directory.
CALC	Goes to the Calculator.
EDIT	Edits selected data.
SPACE	Types a space.
NEW	Starts a new record.
SAVE	Saves the current record or settings.
❬ ❭	Moves the cursor right or left.
(DIAL)	Turn up, to move up through records in viewing mode. Turn down, to move down through records in viewing mode. Press in, to select an item.

Shifted Keys

Press **SHFT** first and then press a key within two seconds to access the function printed above the key. If you take too long to press another key, you may be required to press **SHFT** again.

SHFT + **EDIT (DEL)**	Enables you to delete a record or disable a setting.
SHFT + **SPACE (SYSTEM)**	Goes to the System menu.
SHFT + **NEW (INS)**	Enables you to insert one character at the cursor.
SHFT + **Q-P (1-0)**	Enters numbers 1-0.

You can enter the following symbols by first pressing **SHFT** and then the letter above which they are printed: _, \, ., @, #, /, $, (,), &, :, and —.

Changing System Settings

System settings appear in the following order when you turn the dial down repeatedly: *DATE FORMAT?*, *TIME FORMAT?*, *DAILY ALARM?*, *ADJ DISPLAY?* (adjust display), *KEYTONE ON?*, *CARB LIST?*, *USE PC SYNC?*, *SET A PASSCODE?*, *CHANGE LANGUAGE?*. You can change either a single setting or multiple settings at a time. Each time you press **SAVE** the System menu screen appears. Press 📅,

🔤 or 📖 to exit the System menu at any time. All instructions in this section start from the System menu. Press **SHFT** and then press **SPACE (SYSTEM)** to access the System menu.

Setting the Date Format

1. Turn the dial down until you see *DATE FORMAT?*.
2. Press **Y** to change the date format.

   The date format screen appears.
3. Press **N** to toggle between *MM/DD/YYYY* and *DD/MM/YYYY*.

   The default date format is *MM/DD/YYYY*.
4. When you see the format you want, press **Y** to select it.

Setting the Time Format

1. Turn the dial down until you see *TIME FOR-MAT?*
2. Press **Y** to change the time format.

   The time format screen appears.
3. Press **N** to toggle between *AM/PM TIME* and *24 HR TIME*.

   The default setting is *AM/PM TIME.*
4. When you see the format you want, press **Y** to select it.

Using a Daily Alarm

You can set, change or turn a daily alarm off in the System menu.

Setting the Daily Alarm

1. Turn the dial down until you see *DAILY ALARM?*.
2. Press **Y** to set the alarm.

   You see *SET ALARM FOR…*. The time format you selected is displayed.
3. Enter a time for the alarm. For example, enter *0730*.
4. Press **SAVE** to save the alarm setting.

Changing the Daily Alarm

1. Turn the dial down until you see *DAILY ALARM?*.
2. Press **Y** to change the alarm.

   The current alarm setting appears on the screen.
3. Enter a new time for the alarm.
4. Press **SAVE** to save the alarm setting.

Turning Off the Daily Alarm

1. Turn the dial down until you see *DAILY ALARM?*.
2. Press **Y** to see the current daily alarm setting.
3. Press **SHFT** and then press **EDIT (DEL)**.

   DELETE? Y/N appears on the screen.
4. Press **Y** to delete the alarm setting.

   Press **N** to exit without changing the alarm setting.

✔ **Shutting Off the Alarm**

When the alarm goes off, it will beep for 30 seconds. Press any key to shut off the alarm. If you press 🕮 , 🗚 , 🖉 or **CALC** you go to that mode. If you press any other key you go back to time mode. If no key is pressed, the unit will automatically shut off after 60 seconds.

Changing the Contrast

1. Turn the dial down until you see *ADJ DISPLAY?*.
2. Press **Y** to adjust the contrast of the display.
   PRESS < OR > TO ADJUST CONTRAST appears on the screen.
3. Press 〉 to increase the contrast.

   Press 〈 to decrease the contrast.
4. Press **SAVE** to save the display setting.

Setting the Keytone

The keytone is the beep that sounds when any key is pressed. The default setting is active. To turn the keytone off, do the following:

1. Turn the dial down until you see *KEYTONE ON?*.
2. Press **N** to turn the keytone off.

   Press **Y** to leave the keytone on.

   To turn the keytone back on, turn the dial down in the System menu until you see *KEYTONE ON?*. Press **Y** to turn it on.

Viewing the Carbohydrate List

You can view the carbohydrate content of 100 favorite food items.

1. Turn the dial down until you see *CARB LIST? Y/N*.

2. Press **Y** to view the list.

3. Turn the dial down to scroll the list or type a letter to go to the first food item starting with that letter.

4. Press the dial in to select an item.

5. Turn the dial to scroll down.

   Press $\rangle$ $\langle$ to scroll right or left.

Using PC Sync

Please see "Synchronizing Records" for details.

Using a Passcode

You can lock your device by setting a passcode. Once you activate your passcode you will be required to enter it each time you turn on your unit.

Warning! Please write down your passcode and keep it in a safe location.

If you forget your passcode or enter the wrong passcode, you will not be able to use your device. In order to access your device, you will have to perform a system reset, which will clear the passcode but will also erase all the data stored in memory. To prevent loss of data, please keep written records of your data. To learn how to perform a system reset, read "Getting Started."

Setting a Passcode

1. Turn the dial down until you see *SET A PASS-CODE?*.
2. Press **Y**.

   You are prompted to enter a four-digit passcode.
3. Enter a four-digit passcode.
4. Press **SAVE** to save your passcode.

   You are prompted to confirm your passcode.
5. Press **Y** to confirm and activate your passcode.

   Press **N** to exit without confirming your passcode. The passcode is not set.

Changing/Deleting a Passcode

1. Turn the dial down until you see *SET A PASS-CODE?*.
2. Press **Y**.
3. Enter your existing passcode.
4. Press **EDIT** to change or **SHFT** and **EDIT (DEL)** to delete.

   Follow the prompts on the screen.

   Press **N** to exit without making any changes. The old passcode is still active.

Selecting a Language

You can change the language of the screen prompts and menus. There are five languages that appear in the following order when you turn the dial down in the Language menu: *ENGLISH, ESPAÑOL* (Spanish), *FRANÇAIS* (French), *DEUTSCH* (German) and *ITALIANO* (Italian). English is the default language. To select a different language, do the following.

1. Turn the dial down until you see *CHANGE LANGUAGE?*.

2. Press **Y**.

   Press **N** to return to the main System menu screen.

3. Turn the dial down to cycle through the available languages.

4. When you see the language you want, push the dial in or press **SAVE** to select it.

Setting the Time and Date

There are three fields in the Time/Date screen: day, date and time. **Note:** The format for the time and date displays is set in the System menu. ▶ to the left of the screen marks the active field. A blinking cursor marks the spot where the character you enter will be placed.

1. Press ⌨️.

   If no time or date has been previously set, the display reads *HH:MM A/P* and *MM/DD/YYYY*.

2. Press **EDIT**.

   ▶ to the left of the screen indicates the date field is active.

3. Enter the date. For example, type *01282004*.

4. Turn the dial once to the right to go to the time field.

5. Enter the time and press **A** or **P** for a.m. or p.m, if necessary. For example, type *0900A*.

6. Press **SAVE** to save your settings.

Using the Contacts Directory

Each Contacts record has seven fields: *NAME?*, *ADDRESS?*, *E-MAIL?*, *HOME#?*, *WORK#?*, *CELL#?*, *FAX#?*. You can enter a maximum of 36 characters in all fields except *ADDRESS?* and *E-MAIL?*. A maximum of 48 characters can be entered in these two fields.

▶ to the left of the screen indicates the active line. Arrows to the right of the screen indicate which arrow keys you can press to move around the screen.

The alphabet tabs at the top of the screen function like tabs in a telephone directory and indicate the letter currently being searched, if any.

Entering a Contact

1. Press ⌨️ABC .

   You are first prompted to enter a name or turn the dial, and then *NAME?* appears on the screen. This is the default screen each time you turn the unit on.

2. Press **NEW**.

   ▶ appears to the left of the screen and a flashing cursor appears on the first line. Each letter you enter is inserted in the spot marked by the flashing cursor.

3. Enter the full name of the contact you want to add.

   Note: You must enter a name if you wish to save the entry.

   You can also enter a name first and then press **NEW**.

   Note: The first character in the *NAME?* field cannot be a symbol. It must be a letter or a number.

   Press **SHFT** and use **Q-P** to enter numbers.

   Use ⟨ ⟩ to move the flashing cursor left or right.

4. Turn the dial down to move to each consecutive field and enter data in the fields you want.

   The contact's name remains on the top line. The second line displays the label of the current field. ▶ appears to the left of the third line. A flashing cursor indicates where you can begin entering data.

   When data exceeds the length of the screen, characters scroll off the screen to the left. Press ⟩ to view those characters.

   You need not enter data in every field.

5. Press **SAVE** at any time to save the record.

   The remaining memory flashes briefly on the screen.

   NAME? appears on the screen.

Viewing Contacts

There are two ways to search for a contact's information. The first way is by entering letters at the *NAME?* screen and searching for a matching record. The second way is by using the letter tabs at the top of the screen. Read the following to learn how to use these two methods.

Using Letters or Numbers to View Contacts

1. Press $\boxed{\text{ABC}}$.
2. Type one or more characters of the name you want.
3. Push in the dial to start the search.

   The Name and Home phone number of the closest matching record are displayed.

   If no matching record is found, then the message "NO FILE NAME STARTS WITH THIS LETTER" flashes and you return to the *NAME?* screen.

   Turn the dial up or down to scroll up and down through the other records of the tab of your match.

4. Push in the dial to view the fields of the record you want.

   ▸ appears next to the name field to show the record is selected.

5. Turn the dial up or down to move up and down through the fields of the record.

   Only fields with data in them are displayed.

   If any field contains more than 12 characters,

   use $\langle \rangle$ to scroll left or right to read the rest

   of the data. Press and hold $\langle \rangle$ to scroll to the left or right.

6. Press $\boxed{\text{ABC}}$ to exit that record.

   NAME? appears on the screen.

Using the Letter or # Tabs to View Contacts

1. Press $\boxed{\text{ABC}}$.

2. Turn the dial up or down to scroll through the letter tabs until you reach the one you want.

3. Push in the dial.

   The first record starting with that letter is displayed.

   If no entry exists for the selected letter, the message "NO FILE STARTS WITH THIS LETTER" flashes on the screen and you return to the *NAME?* screen.